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18th October 1955

From: Head of Monitoring Service
Subject: RECRUITMENT PROCEDURE
To: Chief, FBIS London Bureau

Following our meeting the other day, I attach two copies of a note setting out the procedure which we agreed should be followed in all cases where the HMD recruited monitors for FBIS employment.

As I said at the time, we are very ready to help in this matter, but you understood that where our recruitment machinery was used, we would wish the procedure to follow on recognised lines.

/s/ J.T. Campbell

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NOTES ON RECRUITMENT BY B.B.C. FOR FBIS

1. In all normal cases the BBC will arrange for candidates to be tested, boarded and passed through the security check. The BBC will make all communications with the candidate through these stages. It is hoped that this will ensure that candidates do not receive communications from BBC and FBIS concurrently, and at the same time this should ensure that there is no duplication of approach to the security authorities. As soon as the above stages have been completed the BBC will inform the candidate that as there is no immediate BBC vacancy, his application will be passed on to FBIS. FBIS will then communicate direct with the candidate.
2. The BBC will ensure that the supplementary information called for by the FBIS application form is obtained from the candidate. Where the information supplied by the candidate indicates that clearance by U. S. authorities will be necessary, the BBC will inform FBIS who will then undertake the security check through Washington. In this way, it is hoped that duplication of approach to the British security authorities will be avoided.
3. The procedure outlined in the above two paragraphs should be satisfactory in the majority of cases but there may be occasions when FBIS wish to approach a candidate with a conditional offer before the result of the security check is known. In such exceptional cases, E.A.M.S. will advise FBIS on the best method of dealing with the particular case.
4. In all cases of recruitment where the BBC has been involved at any stage Chief London Bureau FBIS will inform E.A.M.S. of the final outcome.

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NOTES ON RECRUITMENT PROCEDURE FOR MONITORS

The BBC's recruitment machinery is at the disposal of FBIS. A reserve of potential candidates is maintained, but where this is inadequate the BBC will use its own recruitment machinery for the benefit of FBIS.

The following notes regarding the way in which the BBC's reserve list is compiled (Section A below) and the way in which this can be used by FBIS (Section B) may be useful.

Section A. BBC's recruitment to Reserve

- (i) From time to time BBC advertises for language monitors. Advertisement is issued by Appointments Department (London).
- (ii) Replies to advertisement are received by Appointments Department and sent to EAMS. EAMS and AHRU prepare a short list of candidates worth testing.
- (iii) Appointments Department tests the short-listed candidates. (The monitoring test, devised by AHRU, consists of three parts: listening, translation and general knowledge).
- (iv) Test papers are sent to EAMS who passes them to AHRU for marking. Candidates are either "Turned Down" or "Boarded", as a result of AHRU's decision.
- (v) Candidates "Turned Down" are informed by Appointments Department. Others are called to an Appointment Board. The Board is chaired by a member of Appointments Department. Representatives of Monitoring Service are members of the Board and invariably include AHRU and EAMS. (FBIS representatives are welcome to attend these boards).
- (vi) Candidates rejected by the Board are written to by Appointments Department and candidates who are found suitable for the Reserve List are then put through the ~~check~~ security check.
- (vii) EAMS is informed of the result of the security check. Those passing through the check are put on AHRU's reserve.
- (viii) In addition to replies to advertisements, the BBC receives "casual" letters of application from potential monitors. Details of applicants including their linguistic claims are noted by AHRU. When a vacancy seems likely to occur, if there is no candidate on the Reserve who has already been tested, boarded and checked by security, the reserve of names is referred to.

Section B. Monitoring Service liaison with FBIS

- (i) When FBIS know of an impending vacancy, Chief London Bureau informs AHRU.
- (ii) AHRU reviews the Reserve and in consultation with Chief London Bureau selects the best candidate for further processing. If the candidate is on the official reserve, he is then contacted by EAMS to find out if he is interested in a post abroad and if so when he would be free to accept an offer. If the candidates' reply is favourable, EAMS arranges for candidate to be put through security check. (Note: the validity of the check expires after six months on the reserve list).
- (iii) If there is no Reserve List candidate with the necessary qualifications the untested Reserve of names is referred to and likely candidates are then tested, boarded and security checked as under Section A. The

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test papers after being marked by AHRU are shown to Chief London Bureau, but BBC makes all necessary communications with candidates until they are known to be through the Security check.

- (iv) As soon as the candidate is safely through the security check EAMS informs candidate that BBC has no immediate vacancy, but FBIS may be in a position to make an offer. AHRU then passes papers to Chief London Bureau who then communicates direct with candidate. Training of appointed monitors is then given at Caversham if desired by FBIS. AHRU acts as liaison with FBIS on all training matters.

MWR/PC
18.10.55

(M. W. Reade)